

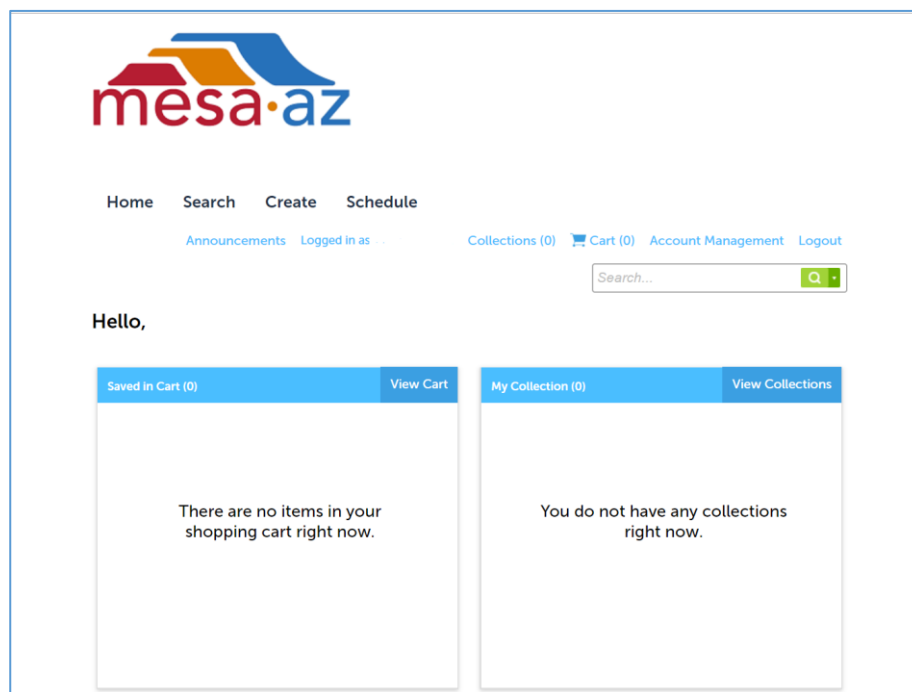
Pre-Submittal Application

A PRE-SUBMITTAL APPLICATION IS THE FIRST STEP BEFORE SUBMITTING A FORMAL **PLANNING & ZONING** APPLICATION. A CONFERENCE WILL BE SCHEDULED WITH REPRESENTATIVES FROM THE PLANNING & DEVELOPMENT DEPARTMENTS WHO WILL REVIEW YOUR REQUEST AND PROVIDE PRELIMINARY COMMENTS. DURING THIS MEETING, A DETERMINATION WILL BE MADE AS TO WHAT TYPES OF APPLICATIONS ARE NEEDED TO GAIN APPROVAL OF THE DESIRED DEVELOPMENT.

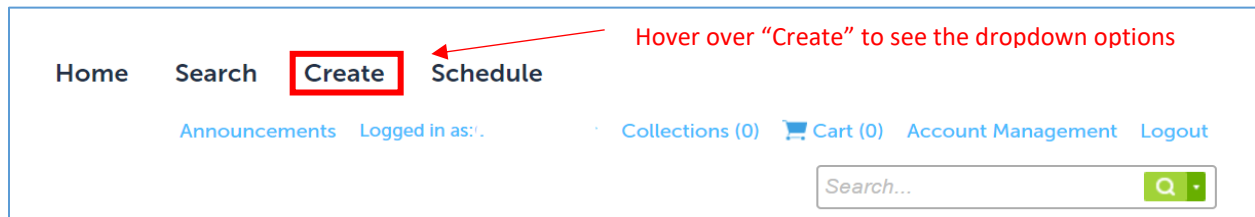
If you need to stop and resume the application later, please select “Save and resume later” at the bottom of the page. The application will show up under the *Work in Progress* box on your *Dashboard*. **Do not hit the back button without clicking “Save and resume later” first.**

1. Creating the Application

STEP 1 – Navigate to <https://aca.accela.com/mesa>. From this main page, login to your account. If you do not have an account, please refer to the instructions for “Setting up an Account”. Once you have logged in you will be brought to the *Dashboard* page.



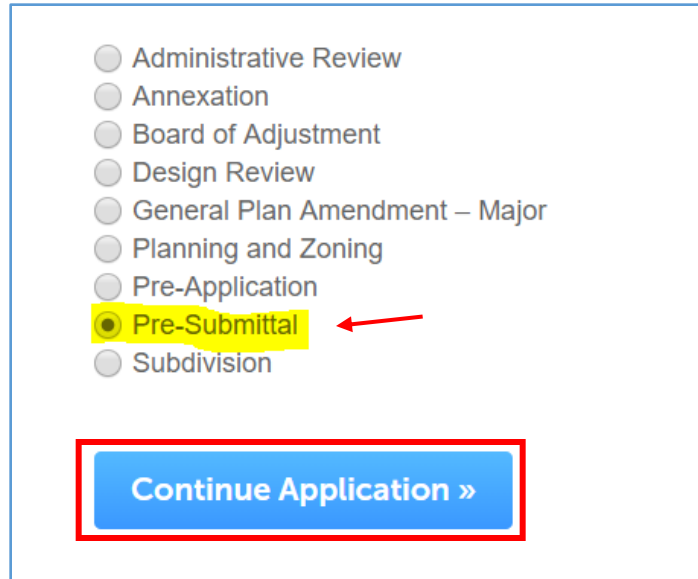
STEP 2 – Select “Create” at the top.



STEP 3 – Under the “Create” dropdown, select “Submit a Planning Application”.

STEP 4 – Read the disclaimer and check the box “I have read and accepted the above terms” followed by selecting “Continue Application”.

STEP 5 – You will be prompted to choose a Planning Application type. There is a list of the Planning Application types and what each request includes. For this guide, please select “Pre-Submittal” at the bottom of the page followed by “Continue Application”.




A screenshot of a web form interface. It features a list of application types, each preceded by a radio button. The 'Pre-Submittal' option is selected, indicated by a filled radio button and a yellow highlight. A red arrow points to this option. Below the list is a blue button with the text 'Continue Application »', which is enclosed in a red rectangular border.

- ☐ Administrative Review
- ☐ Annexation
- ☐ Board of Adjustment
- ☐ Design Review
- ☐ General Plan Amendment – Major
- ☐ Planning and Zoning
- ☐ Pre-Application
- ☒ Pre-Submittal
- ☐ Subdivision

Continue Application »

2. Location & People

STEP 6 – Input address *or* parcel number. You are not required to fill out both. Once you have entered an address or parcel number, the remaining fields will populate.



Planning and Zoning

1 Location & People

2 Application Information

3 Attachments

4 Review

5 Pay Fees

6

Step 1: Location & People > Location

[Show Map](#)

* Indicates a required field.

Address

You may enter full or partial Address information and click on the [Search](#) button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

* Street No.:

Direction:

* Street Name:

Street Type:

Unit Type:

Unit No.:

City:


State:

Zip:

[Search](#)

[Clear](#)

Parcel

* Parcel Number: 

[Search](#)

[Clear](#)

OR

* Indicates a required field.

Address

You may enter full or partial Address information and click on the [Search](#) button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

* Street No.:

Direction:

* Street Name:

Street Type:

Unit Type:

Unit No.:

City:


State:

Zip:

[Search](#)

[Clear](#)

Parcel

* Parcel Number: 

[Search](#)

[Clear](#)

STEP 7 – Once you have completed the “Address” or “Parcel” fields, select “Search”. A box labeled *Address Search Result List* will open prompting you to select the correct address.

*If you find that the *Address Search Result List* comes up with no results, try leaving the “City”, “State” and “Zip” fields empty or use the parcel number.

City: MESA State: AZ Zip:

Address Search Result List

Addresses

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 55 N CENTER ST 29 MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201

Select Cancel

Custom Lists

STEP 8 – Select the address that fits closest to the address to your property. You may see the same address listed more than once, simply select one of the addresses as the results will be the same. Once you have selected an address, the *Address Search Result List* box will update with *Associated Parcels* and *Associated Owners*. Verify the new fields are correct and click “Select”.

*You may notice that the property owner has not been updated. If that is the case, do not worry, you will have the option to add the correct property owner in the next step.

Address Search Result List

Addresses

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 55 N CENTER ST 29 MESA, AZ 85201	MESA	AZ	85201
<input checked="" type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13837005	4	1019	MESA

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> MESA CITY OF	20 E MAIN ST STE 650 PO BOX 1466 MESA AZ 85211

Select **Cancel**

No records found.

Information will populate based on address information

STEP 9 – Once you have confirmed the selected address, parcel, and owners, all the fields will automatically fill in. Once all required fields have been filled out, select “Continue Application”.

* If you have additional parcels, you may add them under the *Additional Parcel Numbers* section of this page.

You may enter full or partial Address information and click on the **Search** button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

*Street No.: Direction: *Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

Search **Clear**

Parcel

*Parcel Number:

Search **Clear**

Custom Lists

ADDITIONAL PARCEL NUMBERS

Showing 0-0 of 0

Parcel Number
No records found.

Add a Row **Edit Selected** **Delete Selected**

Owner

Owner Name:

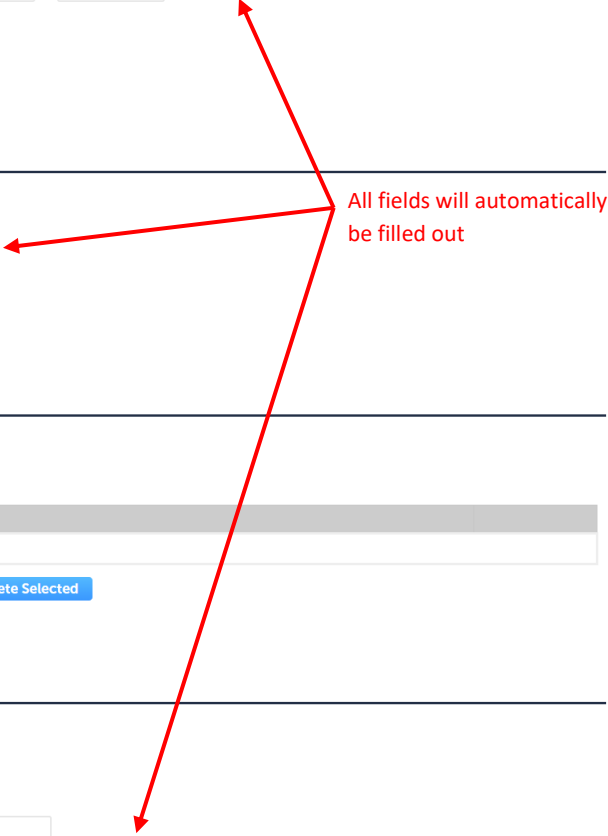
Address Line 1:

Address Line 2:

City: State: Zip:

Search **Clear**

Continue Application » **Save and resume later**



All fields will automatically be filled out

STEP 10 – On the *Contact List* page, click “Select from Account”.

Required Contact Type Minimum
Applicant 1

Select from Account Add New Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Continue Application » **Save and resume later**

STEP 11 – A box labeled *Select Contact from Account* will open. Select “Associated Contact” and select “Continue”.

Select Contact from Account ×

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	[REDACTED]
<input type="radio"/> Associated Owner		MESA CITY OF

Continue Discard Changes

STEP 12 – Under the “Type” dropdown, select “Applicant” and check the mailing address and select “Continue”.

Select Contact from Account ×

*Type: Applicant ▼

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		

Continue Discard Changes

STEP 13 – Select “Property Owner” under the *Type* dropdown and select “Continue”.

STEP 14 – Once you have a green check mark next to *Applicant*, select “Continue Application”.

Required Contact Type	Minimum
✓ Applicant	1
Select from Account	Add New
	Look Up

3. Application Information

STEP 15 – Fill the *Project Name* and *Description of Work* fields. The *Description of Work* does not need to be extensive, 1-2 sentences will suffice.

Detail Information

Please provide the Project Name and a detailed description of the proposed project below.

* Project Name:

Sample Project

* Description of Work:

This is a short description of what you are proposing to do.

STEP 16 – Select a *Request Type*. You have the option to select multiple *Request Types*.

Request Types

REQUEST TYPES

Rezone:
Rezone - Infill Development District 2:
Site Plan Review/Modification:
Rezone - Planned Community District:
Combined Rezone and Site Plan Review /Modification:
Planned Community Minor Amendment:
Pre-Plat:
Special Use Permit:
Council Use Permit:
Minor General Plan Amendment:
Development Unit Plan:

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If you are unsure what *Request Type* to select, please contact the Planning Department at (480)644-4273 or Planning.Info@mesaaz.gov.

STEP 17 – Select “Continue Application”.

4. Attachments

STEP 18 – Select “Add”. Please refer to the Document Submittal Requirements link for information on how to format submitted documents.

Attachment

Document Submittal Requirements - Please read before submitting plans.

The maximum file size allowed is 160 MB.

The following file types are NOT allowed: html;htm;mht;mhtml .

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to application acceptance and/or approval.

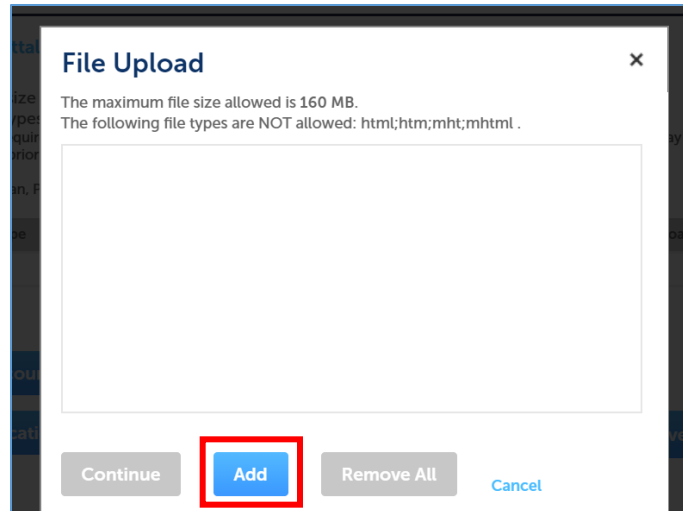
Citizen Participation Plan, Project Narrative

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

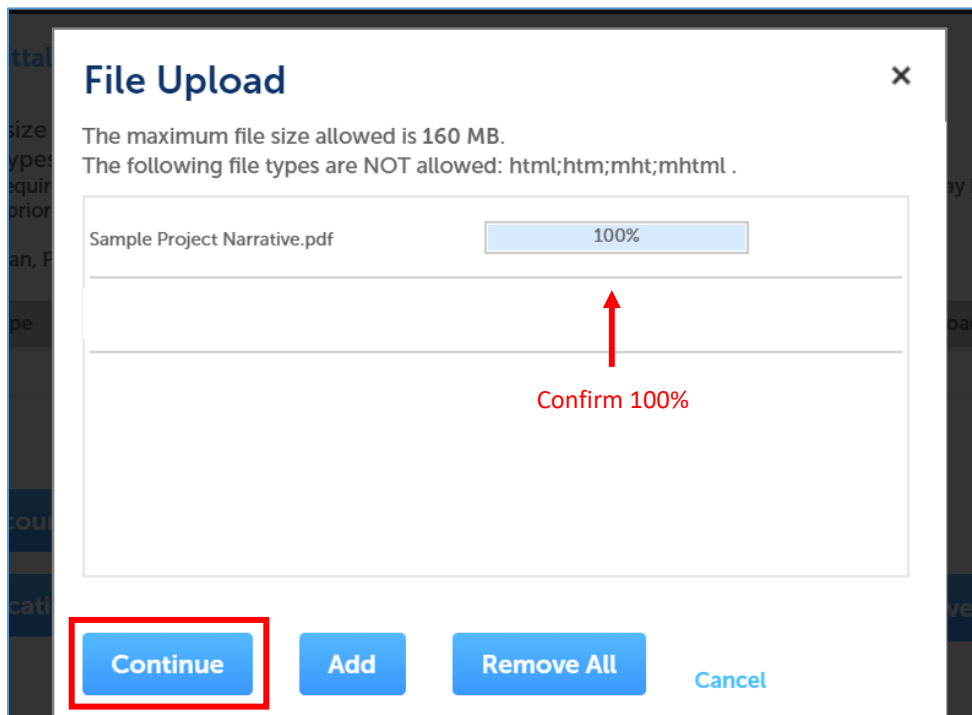
Select from Account
Add

Continue Application »
Save and resume later

STEP 19 – Select “Add” under the *File Upload* window.



STEP 20 – Select documents you would like to upload from your computer. Wait for all documents uploaded to show 100% then select “Continue”.



STEP 21 – For each document, select a document “Type” in the dropdown and fill in the “Description” field.

***Type:**
Project Narrative

File:
Sample Project Narrative.pdf
100%

***Description:**
Project Narrative

Also Attach To
--Select--

*Please submit all pages associated with a *Required Document Type* as one PDF

**The application will not be completed until there is a document associated with the *Required Document Types* below:

- Project Narrative
- Site Plan
- Please review our [Pre-Submittal Guidelines](#) for additional information.

***The more documents you can include as a part of your application, the more information you will receive in your pre-submittal conference.

STEP 22 – Once all required documents have been uploaded, select “Save” then “Continue Application”.

Also Attach To
--Select--

Save Select from Account Add Remove All

Continue Application » Save and resume later

5. Review

STEP 23 – Confirm all the information provided is correct and select “Continue Application”.

6. Pay Fees

STEP 24 – Confirm associated fees are correct and select “Check Out”.

STEP 25 – Select “Checkout” to pay immediately or select “Continue Shopping” to be brought to the *Home* page.